

***Request for Proposal(RFP)
for
“Selection of Assessing Bodies
For Sector Wise Assessments of
Modular Employable Skill (MES)/NCVET/
MSCVT / SSC Courses.”
Conducted By TRTI, Pune.***

Tender Notification No.: TRTI/Skills/Desk-1/2022/ 234

Dated: 17/01/2022

14/01/22

Issued By

**The Commissioner
Tribal Research and Training Institute,
Pune**

1



Tribal Research and Training Institute
28 ,Queen's Garden , Pune- 411001

Tel- 020-26362772
Fax-020-2636 0026
emailtrti.maharashtra.gov.in

E-Tender No. TRTI/Skill/ASSESSMENT/2022/234

Date:14/01/2022

Invitation of Request For Proposal(RFP)
For

“Empanelment Of Assessing Bodies for Carrying Out Assessments For Modular Employable Skill (MES)/NCVET/ MSCVT / SSC Courses” Conducted by TRTI Pune.

Online Expression of Interest (in two Bid system - Technical Bid & Commercial Bid) are invited for Selection For Empanelment of Assessing Body (AB) with requisite capabilities in specific sectors for carrying out assessments for various MES/NCVET/ MSCVT /SSC courses Conducted By TRTI Pune. Tribal Development Department, Govt. of Maharashtra can submit their Technical Bid & Commercial Bid online on website. <https://maharashtra.etenders.in>

Name of the Service	Estimated Number of ST candidates per year	Tender Fee	Earnest Money Deposit (EMD)
Request For Proposal(RFP) for “Empanelment Of Assessing Bodies for Carrying Out Assessments For Modular Employable Skill (MES) / NCVET/ MSCVT / SSC Courses.” Conducted by TRTI Pune.	20,000-40,000	Rs.20,000/-	Rs.3,00,000/-

- The Bidder based on the selection criteria decided by TRTI as mentioned in the BidDocument.
- Joint Venture Consortium is not permitted.
- The Bid Documents are available on website <https://maharashtra.etenders.in>
- The interested Bidders will have to register and enroll on website <https://maharashtra.etenders.in> participate in the Bid process.
- The interested Bidders will have to submit all the required documents by online submission.
- The Tender Fee of Rs.20,000/-** is required to be deposited online through Net Banking .
- The EMD of Rs.3, 00,000/-** is required to be deposited online through Net Banking .
- The detailed Bid Document is available on the website <https://maharashtra.etenders.in> and can be downloaded there from.
- Interested Providers/ Bidders shall submit their Bid on or before **28/01/2022, 17:00hrs.**
- The advertisement is also available on office website <http://trti.maharashtra.gov.in> for information only.
- Right to reject any or all the Bids is reserved by the Commissioner, TRTI ,Pune

Notice:

This document is the property of TRTI, Pune. It may not be copied, distributed or recorded on any medium, electronic or otherwise, without TRTI's written permission, even by the authorized personnel / company / agency for any purpose other than the purpose specified herein and it is strictly prohibited as it shall amount to copyright violation and thus shall be punishable under the Indian Law.


(Dr. Rajendra Bharud I.A.S.)
Commissioner
TRTI, Pune

Section-1: Invitation for Request for Proposal (RFP)

Tribal Research and Training Institute, Pune, hereinafter referred to as TRTI, Pune invites Request For Proposal (RFP) for **“Selection of Assessing Bodies For Sector Wise Assessments of Modular Employable Skill (MES)/NCVET/ MSCVT/ SSC Courses” Conducted By TRTI, Pune.** Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

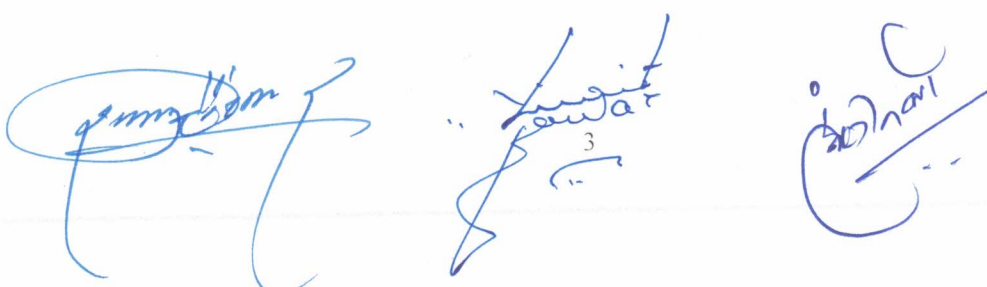
The complete Bid Document is available on the website <https://maharashtra.etenders.in> for downloading. The downloaded Bid Document shall be considered valid for participation in the electronic Bidding process (e-Tendering) subject to the submission of required tender/Bid Document fee and EMD.

To participate in online Bidding process, Bidders must procure a Digital Signature Certificate as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic Bids.

Section-2: Key Events & Dates

1. Key Events and Dates

Sr. No.	SWD Stage	Start Date & Time	Expiry Date & Time	Envelopes
1	Release Tender	17/01/2022	28/01/2022 17:00 Hrs	-
2.	Pre-Bid Meeting	24/01/2022 16:00 Hrs	-	-
3.	Technical Bid Opening	31/01/2022	-	Technical Envelop T1
4.	Commercial Bid Opening	To be intimated later		Commercial Envelop C1



2. Other Important Information Related to Bid

Sr. No.		Description
1	Earnest Money Deposit (EMD) (To be paid online)	Rs.3,00,000/- (Rs. Three Lakhs Only)
2	Tender Fee (To be paid online)	Rs.20,000/- (Rs. Twenty Thousand Only)
3	Bid Validity Period	One hundred and twenty (120) days from the date of submission of Bid.
4	Last date of signing contract	As intimated in work order of TRTI

3. Bid Process:

The Bidder has to submit a Bid online in **two envelope systems**, one containing **Technical Bid** and other containing **Commercial Bid** for **Request for Proposal (RFP)** for **“Selection of Assessing Bodies For Sector Wise Assessments of Modular Employable Skill (MES)/NCVET/ MSCVT/ SSC Courses.” Conducted By TRTI, Pune.** The Bidder can submit Bid online, provided that the Bidder can arrange adequate resources within 30 days of award of contract, to provide the said solution for which the Bid is submitted. Failure to arrange the resources, within 30 days, the award of the contract will be cancelled and the EMD will be forfeited.

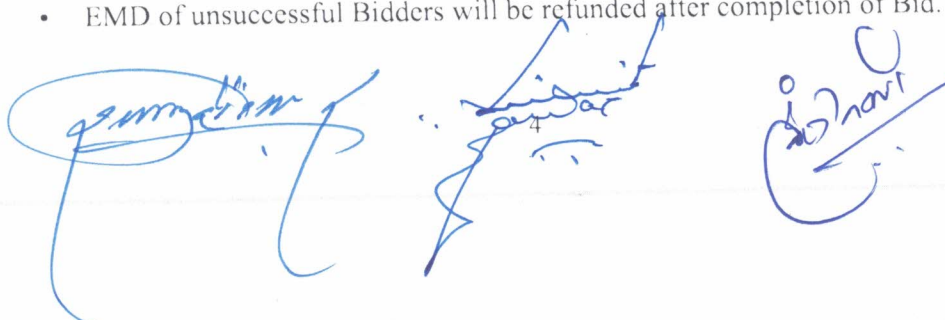
4. Tender Fee (Non-Refundable)

The Bidders are requested to deposit the Tender Fee of Rs.20,000/- online. Proof of the same should be attached with the Technical Bid. It is to be noted that the Tender Fee is non-refundable. However, Tender Fee will be refunded in case of cancellation of overall tender process (i.e., if the tender process is cancelled by TRTI).

5. Earnest Money Deposit

The Earnest Money Deposit (EMD) of Rs.3,00,000/- is required to be deposited online. Proof of the same should be attached with the Technical Bid.

- The EMD shall be denominated in Indian Rupees only.
- No interest will be payable to the Bidder on the amount of the EMD.
- Bids submitted without adequate EMD is liable for rejection.
- EMD of unsuccessful Bidders will be refunded after completion of Bid.



- EMD shall be non-transferable.
- The EMD may be forfeited:
 - If a Bidder withdraws his Bid or revises/ increases his quoted prices during the period of Bidvalidity or its extended period, if any.
 - If successful Bidder fails to sign the Contract within the time specified by TRTI.
 - If during the Bid process, a Bidder indulges in deliberate act that would jeopardize or unnecessarily delay the process of Bid evaluation and finalization. The decision of the TRTI regarding for feature of the Bid Security shall be final and binding upon Bidders.

6. Transfer of Bid

The Bid/EOI Document are not transferable. The Bidder who purchases the Bid Document and submits the Bid shall be the same.

7. Consortium and Joint Ventures

Bids of joint venture/consortium/sub-contracting will not be accepted.

8. Completeness of Response

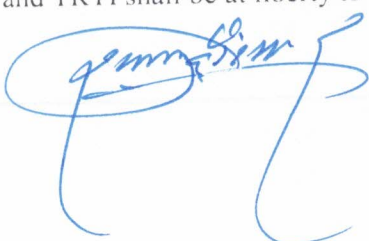
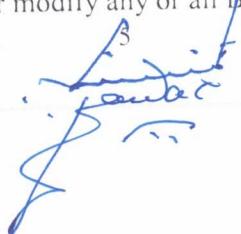
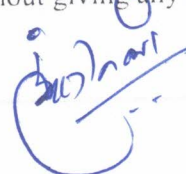
- Bidders are advised to study all instructions, forms, terms, requirements and other information in the Bid Documents carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications.
- The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI document or submission of a proposal not substantially responsive to the EOI document will be at the Bidder's risk and may result in rejection of their Proposal.

9. Place of opening of EOI

The EOI will be opened online in the Office of **Tribal Research and Training Institute, 28, QueensGarden, Pune -411001** on the scheduled date(s).

10. Bid Preparation Costs

The Bidder shall submit the Bid at its cost and TRTI shall not be held responsible for any cost incurred by the Bidder. Submission of a Bid does not entitle the Bidder to claim any cost and rights over TRTI and TRTI shall be at liberty to cancel or modify any or all Bids without giving any reason thereof.

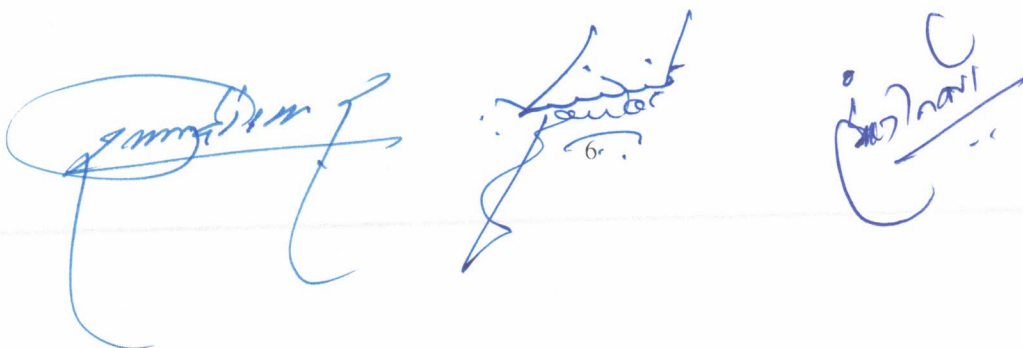
All materials submitted by the Bidder shall be the absolute property of TRTI and no copyright /patent etc. shall be entertained by TRTI

11. Amendment of EOI Document

- a) If TRTI deems it appropriate to revise any part of this EOI or to issue additional data to clarify an interpretation of provisions of this EOI, it may issue supplements to this EOI. Any such corrigendum shall be deemed to be incorporated by this reference into this EOI.
- b) All the amendments made in the document would be published subsequently on the website of Government of Maharashtra <https://maharashtra.etenders.in> and also on TRTI website <https://trti.maharashtra.gov.in/> and shall be part of the document.
- c) The Bidders are advised to visit the aforementioned website on regular basis for checking latest updates of this EOI document. TRTI also reserves the rights to amend the dates mentioned in this EOI for successful Bid process.

12. Pre- Bid Meeting

Pre- Bid meeting is open to all prospective Bidders. The same will be held on **24/01/2022 at 16:00 hrs.** In the Office of **Tribal Research and Training Institute, 28, Queens Garden, Pune-411001**

Three handwritten signatures in blue ink are visible at the bottom of the page. The first signature on the left is a large, stylized cursive signature. The middle signature is also cursive and includes the word 'For' and the number '6r.' below it. The third signature on the right is a cursive signature with a large circular flourish.

Section-3: Instructions to Bidders

1. BACKGROUND OF TRTI

TRTI PUNE is an autonomous institute promoted by the Tribal Development Department, Government of Maharashtra to act as the nodal agency for providing technical assistance and support in implementation (conceptualizing, planning, designing various schemes, programme and assist in implementation and monitoring of the projects and programmes) of various tribal development programmer of the Department. The TRTI PUNE functions as a technical support group having its existence at State level. TRTI PUNE has undertaken several initiatives to facilitate efficient delivery of market led training programs and skilling of youth. Thereby making them employable in the process. Towards this, credible Training Agencies are being invited to be engaged by TRTI PUNE for imparting Placement linked Skill Development training in different sectors for the youth of the State.

Funds for the implementation of different programs are transferred to the Tribal Research And Training Institute, Pune (TRTI) by the Tribal Development Department, Govt. of Maharashtra. As a supporting hand to the Tribal Development Department, TRTI PUNE manages fund flow to the various implementing agencies in the state of taking up different developmental activities.

Expression of interest is invited from eligible Training Agencies for empanelment under "Placement Linked Skill Development for the youth of the State in Maharashtra". Non NSDC or TDD/MSSDS partners, Industries and Educational and Professional Institutions will also be considered for imparting training under the said training programme.

2. REQUEST FOR PROPOSAL

TRTI requests for proposal from reputed organizations/consulting firms/ agencies to undertake "Empanelment of Assessment Bodies" as per scope defined in this RFP document.

3. SCOPE OF WORK

3.1 Affiliation of Assessment Bodies

A complete evidence based check of the documents, processes, methodology and availability of assessors will be carried out. The following needs to be undertaken with an aim to continuous upgradation of the process:

- a) Development of process, forms and formats, and a system of evidence capturing

- b) Development of list of details that needs to be delivered by an Assessment Bodies as per NSDC/DGET guidelines
- c) Assessors qualification/experience details required
- d) Quality Assurance
- e) Reporting to TRTI.

3.2 Monitoring

- a) Review assessment methodology
- b) Monitor compliance to the assigned tasks
- c) Periodically audit evaluation process.

4. METHODOLOGY AND REVIEW

4.1 Management and Methodology

The methodologies to be used must follow formal management practice to ensure adherence to schedule and scope. The AB should also include a methodology to ensure that TRTI, Pune is informed on an ongoing basis regarding progress/performance reporting, change requests, slippage, risks and issues, and a record of all activities carried out by the agency.

4.2 Review and Reporting

A system of reporting progress of activities will be developed and agreed upon with TRTI, PUNE.

5. GUIDELINES AND INSTRUCTIONS FOR ASSESSMENT AGENCIES

5.1 Eligibility Criteria of Assessment Bodies

- a) Company/Firm/Society/Trust fulfilling any of the following criteria may apply:
- b) Minimum 5 years of experience in the Skill Development sector
- c) Assessment Bodies/organization set up/affiliated by Government of India
- d) Assessment Bodies/organization affiliated to other Sector Skill Council.
- e) Should have Minimum Average Annual Turnover of Rs 3 Cr. From Assessment for F.Y 2018-19, 19-20, 20-21.
- f) Assessment Bodies/organization having strong IT infrastructure
- g) Assessment Bodies/organization having subject matter experts (for sector applied) on the company roles
- h) Assessment Bodies/organization having experience of conducting assessment in manufacturing sector

and should have assessed at least 50,000 trainees on yearly basis

- i) Minimum 100 assessors on company's role.

5.2 Pre-requisites for Assessment Bodies

a) Legal Existence:

- i. AB should be a legal entity (company or society but not firms, proprietorship or individuals; limited liability partnerships (LLPs) can be allowed)

b) Assessors Quality:

- i. AB should have a roll / panel of assessors for all sectors
- ii. Details of assessors should also be available on its website with state-wise details (assessors' name, qualifications, experience and photograph along with the details of assessor affiliations with multiple SSCs)

c) Assessment Process:

- i. AB should have an expertise to carry out online assessments with state-of-the-art technology deployment
- ii. The ABs should have the ability to develop the assessment process and tools for different training courses with ability for continuous improvement.
- iii. AB should have the ability to maintain assessment process records and details pertaining to candidates registered, tested, passed, centres, assessors, etc. and shall preserve all the records for at least 5 years or till the validity of any scheme (whichever is later) at any point in time and make its online access to SSCs

d) Geographic Spread:

- i. Assigned assessors should be able to reach the assessment venue within 24 hours of travel time and have the ability to conduct assessment in regional languages.

e) Organization Structure:

- i. AB should have a structured mechanism for Governance including a well-defined process for affiliation of assessors either on its payroll or on long-term contracts.
- ii. AB should have assessment coordination team on its payroll with required capacity and experience to mentor, supervise, plan the assessment strategy and to guide the team of assessors.
- iii. Conflict of Interest: It should declare its linkages with other stakeholders in skill ecosystem to ensure independence and to avoid any conflict of interest.

9.

5.3. Prerequisites for Selection of Assessors

a) Qualifications & Experience:

- i. Assessor should possess relevant academic, occupational qualifications and work experience as defined in the QP.
- ii. Knowledge of assessment process and tools with ability to capture the assessment observations correctly on the prescribed electronic or paper forms.
- iii. Understanding of the Occupational Standards for the relevant QP is a must. Assessor must have the ability to plan each task and allocate necessary resources.
- iv. Understanding of competencies required in the job role for which assessment is being done with a high level of integrity, reliability and fairness.
- v. Good observation skills with ability to communicate in writing and orally in the local language in addition to English.
- vi. Ability to use technology viz, computers, tablets, spreadsheets, video communication tools.

b) Certified Assessor:

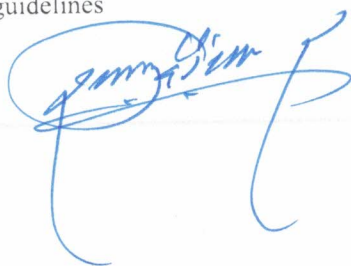
- i. Assessor must undergo necessary induction / orientation and certification under the TOA program through respective SSCs.

c). Assessors in Multiple Sector:

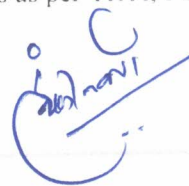
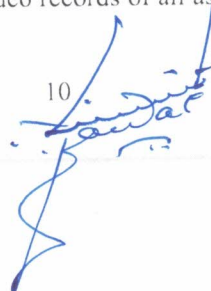
- i. Assessors undertaking multiple sector assessments must meet the qualifications for the relevant job roles and would need to furnish a self-declaration duly acknowledged by the AB.

5.4. Responsibilities of Assessment Bodies

- a) ABs should prepare question banks for each job role
- b) ABs should identify the assessor according to the needs of TRTI, PUNE
- c) ABs should provide logistics for the assessor
- d) ABs should follow the assessment protocol of TRTI, PUNE
- e) Ensure that the specified assessment guidelines are followed while conducting assessment
- f) Ascertain quality and transparency of assessment exercises, and abide by the stipulated timeline
- g) Store the copies of original assessment papers as per government guidelines
- h) ABs must accumulate photographic/video records of all assessments as per TRTI, PUNE guidelines



10



- i) ABs must provide the results of assessment along with the electronic form of the assessment sheets (physically and electronically) to TRTI, PUNE within ten working days of the completion of assessment. They should be able to furnish original hard copies if required by TRTI, PUNE.
- j) Collect additional information as may be specified by TRTI, PUNE

6. Information to be furnished by Assessment Bodies

- a) Details of the applying organization
- b) Details of prior exposure of the affiliating organization in skill development space
- c) Educational qualification and experience of the management team
- d) Suggested assessment methodology (ensuring innovative practices for stringent assessment process)
- e) Key achievements of the management team/project team in the area of skill development

6.1. Completeness of Response

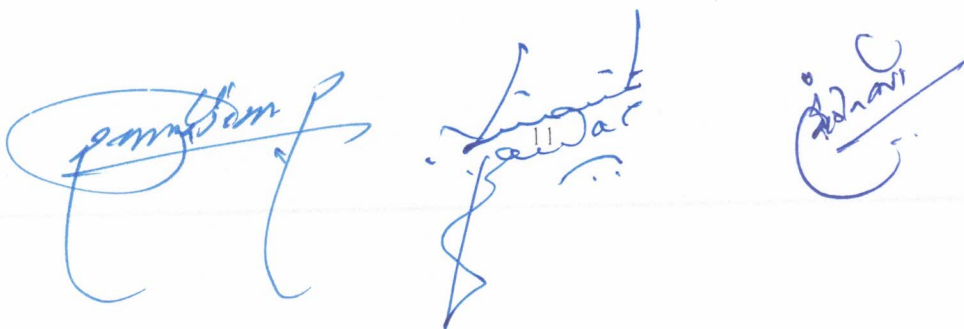
- a) Assessment Bodies are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the proposal should be done after careful study and examination of the RFP document with full understanding of its implications.
- b) The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Assessment Bodies' risk and may result in rejection of its proposal.

7. Assessment Bodies' inquiries

- a) All enquiries/clarifications from the ABs related to this RFP must be directed e-mail before Pre-Bid

8. Submission of Responses to TRTI, PUNE

- a) The ABs should submit responses as per details given in RFP online.

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9. Rights of TRTI, PUNE

9.1 Amendment or Supplement information to RFP

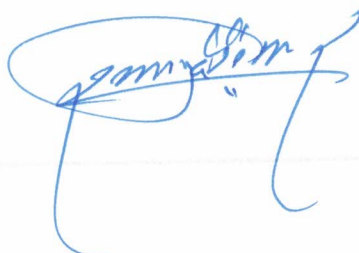
- a) At any time prior to the last date for receipt of proposals, TRTI, PUNE may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proposer, modify the RFP document by an amendment.
- b) If TRTI, PUNE deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.
- c) The amendment will be intimated to all proposers who confirm their intention to participate, by email.
- d) In order to afford prospective proposers reasonable time in which to take the amendment into account in preparing their proposals, TRTI, PUNE may, at its discretion, extend the last date for the receipt of proposals.
- e) TRTI, PUNE may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing a corrigendum through email to all confirmed proposers, in which case all rights and obligations of the proposers previously subjected to the original deadline will thereafter be subject to the deadline as extended.
- f) The proposers are allowed to resubmit their proposals if required, after such amendments.

9.2 TRTI, PUNE rights to terminate the process

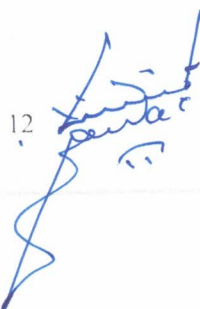
- a) TRTI, PUNE may terminate the RFP process at any time and without assigning any reason. TRTI, PUNE makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This RFP does not constitute an offer by TRTI, PUNE. The proposer's participation in this process may result in TRTI, PUNE short listing the proposer and awarding the contract.

9.3 Short listing Criteria

- a) The evaluation committee of TRTI, PUNE consisting of experts would evaluate and select the successful proposer.
- b) Any attempt by a proposer to influence its proposal evaluation process may result in the rejection of the proposer's proposal.



12



10. A.EVALUATION MATRIX FOR AB'S

S No	Parameter	Max Points	Criteria	Weightage Points		
I	Overall Experience	15	Number of Years in assessment	More than 10 Years	5 to 10 Years	Up to 5 Years
				15	10	7
II	Experience in sector	10	Number of Years in assessment	More than 5 Years	3 to 5 Years	up to 3 Years
				10	08	06
III	Candidates Assessed	10	In last 3 years	More than 2,00,000	From 1,50,000 to 2,00,000	Minimum 1,50,000
				10	7	5
IV	Assessment Methodology	60	Will be determined by evaluation committee	Subjective score based on rigor and innovation of overall approach and methodology ,timely completion ,etc		
V	Affiliation with Govt. Organization (GoI or State Skill Missions)	10	Affiliated with minimum 1 organization	More than 5 Organizations	3 to 5 Organizations	1-2 Organization n(s)
				10	7	5
VI	Financial Strength	10	Average Turnover 3 Cr.	More than 10 Cr.	3 to 10 Cr.	Minimum 3 Cr.
				10	7	5
VII	Affiliated with other SSC	05	Minimum affiliation with 3 SSCs	More than 5 SSCs	4 or 5 SSCs	3 SSCs
				5	3	2

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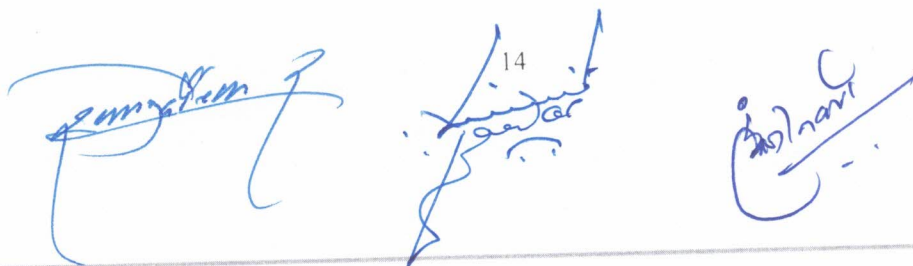
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VIII	Mode of assessment — Tablets/Pen and Paper	20	Assessment Modalities and Geo tagging	Online Computer based	Offline Computer based	Pen-Paper mode
				20	12	5
IX	Monitoring Mechanism of assessment	10	Continuous Monitoring of the Assessment	Real time Online Video- Audio Monitoring & Recording	Standalone Video- Audio Records	Visits by Proctors
				10	5	3
X	Number of Subject Matter Experts on company's Payroll	20	Based on evaluation of CVs	More than 5 Experts	3 to 5 Experts	up to 2 Experts
				20	12	8
X I	Number of Assessors on payroll	10	No. of Assessors	More than 25 Assessor s	10 to 25 Assessors	up to 9 Assessors
				10	7	5
XII	Number of full time employee	10	No. of full time employee	More than 25 Employees	11 to 25 Employees	up to 10 Employees
				10	7	3
Xiii	Valid ISO Certification	10	Continuous Years in service with ISO Certification	More than 5 Years	3 to 5 Years	up to 3 Years
				10	7	5
	Grand Total	200				

The minimum qualifying marks required in technical criteria is 140 Marks (i.e., 70 %). The Bidders who score minimum 140 Marks shall be considered for Commercial Bid evaluation. The Bidders who do not score minimum qualifying marks of 70 %, their Bids shall be rejected and will not be considered for Commercial Bid evaluation. Total number of score should be equivalent to 100

14



B. Selection Method: Quality Cost Based System (QCBS)

The Bidder criteria for awarding the contract will be calculated based on the QCBS methodology.

The weightage of Technical Score to Financial Score would be in the ration of **80: 20**

Kindly refer the illustration below for understanding of the evaluation process

ILLUSTRATION

The following is the procedure for evaluation for the award of tender:

The technical and financial scores secured by each bidder will be added with weightage of 80:20 respectively and a Cumulative Bid Score arrived at, using the formula:

$$CS = TS * 0.8 + FS * 0.2$$

Where

CTFS is Combined Technical and Financial Score;

TS = Technical bid Score;

FS = Financial bid Score

The bidder with highest Combined Technical and Financial Score (CTFS) will be the successful bidder and be eligible to become the service provider

Stage 1: Technical Bid Evaluation (TS)

Bidder Details	Technical Marks obtained	Applying weightage of 80% to the TS
Bidder 1	95	$95 * 0.8 = 76$
Bidder 2	87	$87 * 0.8 = 69.6$
Bidder 3	68	Will not be assessed
Bidder 4	79	$79 * 0.8 = 63.2$

* Since the eligible Technical Score should be 70 and above Bidder 3 is rejected

Stage 2 : Conversion of Financial Bid Amount to Score (FS)

Bidder Details	Financial Bid Amount	Financial Score (LFB/F*100)	Financial Score after applying 20% weightage (FS * 0.2)
Bidder 1	150000	$110000/150000 * 100 = 73.33$	$73.33 * 0.2 = 14.66$
Bidder 2	130000	$110000/130000 * 100 = 84.61$	$84.61 * 0.2 = 16.92$
Bidder 4	110000	$110000/110000 * 100 = 100$	$100 * 0.2 = 20$

LFB – Lowest Financial Bid

F – Quoted Amount

Stage 3 :Combined Technical and Financial Score (CTFS) with weightage of TS:FS as 80:20

Bidder Details	Technical Score- TS (after applying 80% weightage)	Financial Score- FS (after applying 20% weightage)	CTFS = TS+FS
Bidder 1	76	14.66	87.99
Bidder 2	69.6	16.92	86.52
Bidder 4	63.2	20	83.2

*Contract would be awarded to Bidder 1

C. Composite Score of the Bidders

Composite score of the Bidders for the Bid shall be worked out as under:

Bidder	Technical Score (X)	Financial Score (Y)	Weighted Technical Score (80% of X)	Weighted Financial Score (20% of Y)	Composite Score (F=D+E)
A	B	C	D	E	F
1					
2					
3					
4					

1. Award of contract

Bid Evaluation Committee formed by Commissioner, TRTI will evaluate the Commercial Bid and Technical Bid as stated above, and submit its recommendation to Commissioner, TRTI. TRTI may empanel one or more eligible Bidder or cancel the Bid on the basis of their composite score and recommendation of the Bid Evaluation Committee. Decision of the Commissioner, TRTI would be final and binding upon all the Bidders. TRTI will notify the acceptance of Bid to the successful Bidder.

2. Signing of Contract

Once TRTI notifies the successful Bidder that its Bid / proposal has been accepted, TRTI shall enter into a separate Agreement, incorporating the conditions of the Bid / RFP and its amendments and any special conditions during negotiations between the TRTI and the successful Bidder. In case the successful Bidder is unable to execute contract within 10 days, TRTI shall forfeit the Earnest Money Deposit (EMD) and cancel its Bid. Bidder should note that the allotment of candidates to the Coaching Institute (successful Bidder) will be done on the basis of the preference of the Coaching Institutes given by the candidate. However, Commissioner, TRTI has the right to restrict the maximum number of candidates that can be sponsored to the single institute and the decision of the Commissioner, TRTI will be binding on all the Bidders.

11. PERFORMANCE BANK GUARANTEE:

Within 10 days from the date of letter of Invitation (LOI) from TRTI PUNE, the successful agency shall furnish the Performance Bank guarantee (PG) of an amount equal to 10% of its Financial Proposal, by way of Bank Guarantee issued by one of the Nationalized/Scheduled Commercial Banks in India for the due performance of the assignment. The Performance Guarantee shall be for a period of Three (03) months.

Refund of PG - The PG shall be refunded within three months from the date of successful completion of the assignment (03th month)

Forfeiture of PG

- a) PG shall be forfeited in the following cases-
- When any terms and condition of the contract is breached.
 - When the selected bidder fails to commence the services or fails to provide deliverables after partially executing the purchase/ work order.

12. OTHER TERMS AND CONDITIONS

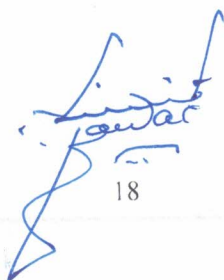
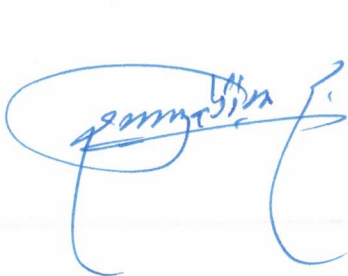
- TRTI PUNE reserves the right to accept or reject the bid without assigning any reasons.
- Service Tax or any other tax as applicable shall be extra.
- TRTI PUNE shall deduct Income tax at source as per relevant income tax rules and shall provide TDS certificate for the same to the agency.
- The Agency shall have to execute project on time after getting confirmation/ work Order/Agreement from TRTI PUNE as per the given time limits.
- TRTI PUNE may seek for any other information from the interested bidder in the form of documents, etc., if it deems appropriate for the purpose of Technical Evaluation.
- All costs and expenses incurred by the Bidder in any way with the development, preparation and submission of bid including but limited to, the attendance at meetings, discussions, demonstrations etc. and providing any additional information required by the TRTI PUNE will be borne entirely and exclusively by the Bidders to a maximum of three meetings. In case of additional meetings TRTI PUNE will bear the cost on reimbursement basis.
- TRTI PUNE reserves the right to suitably amend/ modify/ change any clause of this document and issue a corrigendum to this effect. Interested Bidders may keep a track of the corrigendum issued after the conduct of Pre-Bid Meeting.
- TRTI PUNE may assign additional research work order with an increased sample of similar marginalized section of the society on a pro-rata basis.

13. AWARD OF CONTRACT AND SETTLEMENT OF DISPUTES

- a) In case of tie between the two or more organizations, decision of TRTI, PUNE should be considered final and acceptable to the proposers.
- b) TRTI, PUNE reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected proposer or any obligation to inform the affected proposer(s) of the grounds for TRTI, PUNE's action prior to expiration of the period of proposal validity.
- c) TRTI, PUNE will award the contract to the qualified proposer whose proposal is considered to be the most responsive to the needs of the organization. TRTI, PUNE reserves the right at the time of awarding of contract to vary the specifications mentioned in the RFP without any change the terms and conditions.
- d) TRTI, PUNE reserves the right to:
 - i. Reject any or all proposals received
 - ii. Enter into negotiations with one or more applicant on any aspect of the proposal
 - iii. Accept any proposal in whole or in part
 - iv. Award or negotiate one or more agreements
 - v. Verify any or all information provided in the proposal
- e) The selected proposer would be notified in writing by TRTI, PUNE. As noted earlier in this document, this date is subject to change at the sole discretion of TRTI, PUNE. The signing of the agreement between TRTI, PUNE and the proposer is subject to the approval of the TRTI, PUNE Funding Partners.
- f) The contract to be entered into between the selected proposer and TRTI, PUNE will be finalized and would contain TRTI, PUNE standard terms and conditions. If, in the opinion of TRTI, PUNE, it appears that a contract will not be finalized with the selected vendor, negotiations with other vendors submitting responsive proposals may be undertaken.
- g) TRTI, PUNE may assign an employee to interface with the project management team to monitor and seek information to document details of
 - i. Project Management
 - ii. Process of affiliation of AA
 - iii. Recording and Maintenance of Evidences

14. CONFIDENTIALITY OF INFORMATION

- a) The selected Agency shall not share the data of study during the study / till submission of final report, with any other agency.



18



FORMAT-1

(Converting Letter)

[On the letterhead of the organization]

To,
THE COMMISSIONER
TRTI PUNE

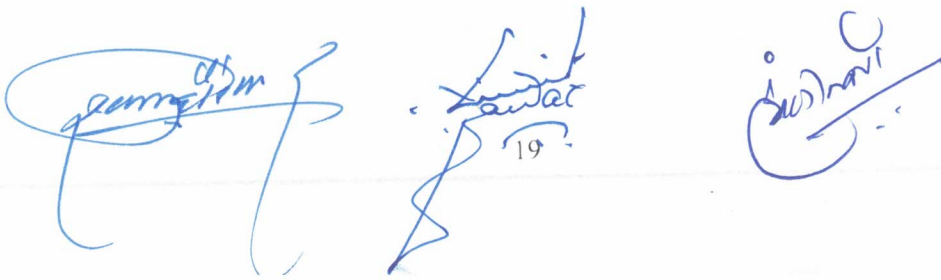
Sir,

Please find enclosed Copy of our Proposal in respect of the RFP issued by TRTI PUNE dated _____
Request for Proposal (RFP) for **“Selection of Assessing Bodies For Sector Wise Assessments of Modular Employable Skill (MES)/NCVET/ MSCVT/ SSC Courses” Conducted By TRTI, Pune.**

Having examined the RFP document, we, the undersigned, offer to provide the services as required and outlined in the “Request for Proposal (RFP) for **“Selection of Assessing Bodies For Sector Wise Assessments of Modular Employable Skill (MES)/NCVET/ MSCVT/ SSC Courses.” Conducted By TRTI, Pune.**

We here by confirm that-

1. Each page of the Technical and Financial Bid has been signed by the Authorized Signatory.
2. We agree to abide by our offer for a period of 90 days from the date fixed for opening of the Qualification Bid.
3. We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract applicable to the bid and we do hereby undertake to provide services as per terms and conditions mentioned in the RFP.
4. EMD for an amount equal to Rs. 3,00,000/- (Rupees Three lakhs only) online on Details are as below. UTR Number _____
Bank Name _____
- Date _____
5. The information contained in this Bid or any part thereof, including its exhibits, schedules, and other document(s) delivered or to be delivered to TRTI PUNE, is true, accurate, and complete.



19

6. We acknowledge the right of TRTI PUNE to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
7. We fulfill all the legal requirements and meet all the eligibility criteria laid down in the RFP.
8. This Proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the RFP.
9. We have not directly or indirectly or through an agent engaged or indulged in any
Corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
10. It is hereby confirmed that I/We are entitled to act on behalf of our company/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours Sincerely,

For and on behalf of –

Signature –

Name –

Designation -

Date - (Bidder Seal)

(Authorized Representative and Signature)

FORMAT - 2

**(Self-Declaration for not being blacklisted by any State/Central Govt.
Dept./PSU/Private organisation)**

(On Rs. 500 Non-Judicial Stamp Paper - Submit separate declaration)

[Date]

To,

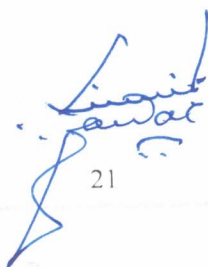
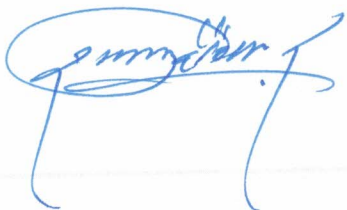
THE COMMISSIONER

TRTI PUNE

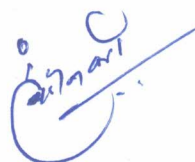
In response to the RFP No. _____ dated _____ for quoting against the RFP as an representative(s) of M/s _____ I/We hereby declare that out Company/Organization _____ is having unblemished past record and has not been declared blacklisted or ineligible to participate for bidding due to breach of general or specific instructions, corrupt/ fraudulent or any other unethical business practices.

Yours faithfully,

Authorized Signatory



21



FORMAT – 3

(Self-Certificate for details of qualified Manpower/Employee)

[On the letterhead of the organization]

Sir,

In response to the RFP No. _____ dated _____ for quoting against the RFP as an Authorized Representative(s) of

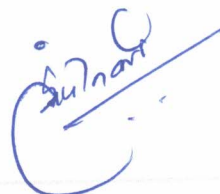
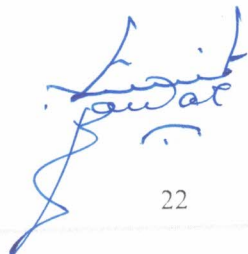
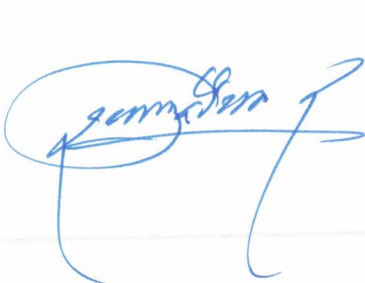
M/s. _____. I / We hereby declare, as on date of submission of the proposal have following are the details of the staff who are proposed to be deployed under the assignment

A. Details of Staff engaged for the Assessment.

CVs should be enclosed. Along with
Aadhar card Certificate
TOA Certificate.

For and on behalf of -
Signature - Name - Designation- (Bidder Seal)
(Authorized Representative and Signatory)

(CV of five Resource Person to be provided)



FORMAT - 4

AFFIDAVIT-CUM-DECLARATION(ON A STAMP
PAPER OF VALUE Rs. 500/-)

I, _____ son/daughter of Shri _____ aged _____ years, resident of _____,
do hereby solemnly declare and affirm as under.

1. That I am the Director/ Authorized person of M/s. _____

2. That I have read and understood the Request for Proposal (RFP) Document in respect of the Project
provided to us by TRTI PUNE and I hereby submit the proposal for _____

3. I am not a defaulter/ we are not a defaulter of any govt. agency at the time of the submission of the
proposal.

4. No order of blacklisting passed by the Central Government/ State Government/Semi-
Govt./Private Organization / PSU is in operation against me / us as on date.

5. I/We accept all the terms and conditions set out in the RFP dated _____ issued by TRTI
PUNE. I further state that if any information furnished by me in this affidavit or otherwise is found to
be incorrect, TRTI PUNE shall have the right to forthwith terminate its agreement with us.

(DEPONENT)

Verified at _____ on this _____ day of _____ that the contents given above in
the affidavit are true and correct to the best of my knowledge.

(DEPONENT)

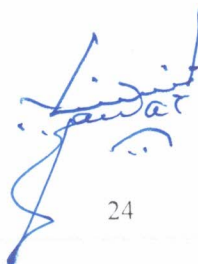
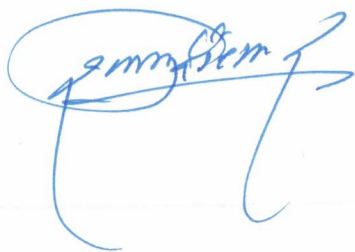
FORMAT - 5
(ORGANIZATION PROFILE)

[On the letter head of the organization]

1	Name of Agency & Address-	Proofs of documents
2	Type of Agency-Registered under Company Act-1956 and Amendment 2013/Bombay Public Trust Act-1950/ Societies Registration Act-1860	Proofs of documents
3	Average Annual turnover should be minimum Rs.03. Cr (i.e.2018-19,2019-20,2020-21)	Format 7
4	GST No and PAN No.	Proofs of documents
5	Experience Details i.e. Work Completion Certificate, Invoices, Work Orders, etc.	Proofs of documents
5	Name of contact person Contact number, Email Id, etc.	

For and on behalf of

Signature - Name -
Designation - Date - (Bidder Seal) (Authorized
Representative and Signatory)



FORMAT: 6

Details of candidates Assessed

Details of the assessments completed in last 3 years by the Applicant. The Applicant should have assessed minimum 50,000 candidates yearly. Information to be furnished in modules pertaining to vocational skills courses/ modules notified by NCVT/SCVT/Sector Skills Council or recognized by any state or central government

S. No	Project	FY	Location of Project (State)	Project Details	Details of Supporting Proof Provided with Page number

For and on behalf of:

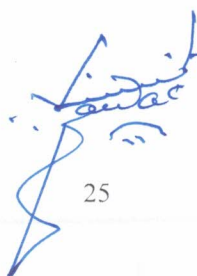
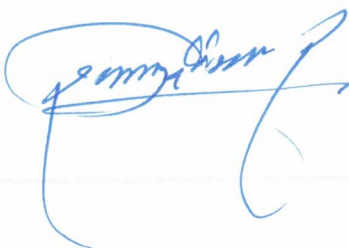
(Bidder Seal)

Signature

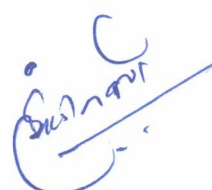
:Name:

Designation:

(Authorized Representative and Signatory)



25



FORMAT: 7

Financial Standing – Annual Turnover

Certificate from the Chartered Accountant/Audit Firm regarding Annual Turnover from assessment programs in India of the applicant in the immediately preceding 3 financial years.

Financial Year ending 31 March	Turnover	From	Assessment Activity
2018-19			
2019-20			
2020-21			

Name of the audit firm/Chartered Accountant:

Seal of the auditor:

(Signature, Name and designation and

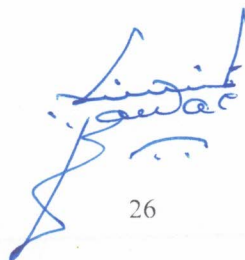
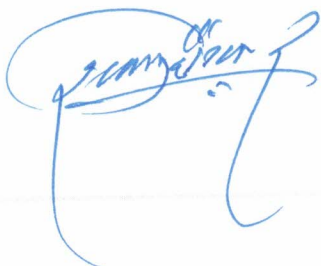
Registration Number of the Chartered accountant/ auditor)

Date:

UDIN No :

Note: Please provide certified copies of audited financial statements of the firm for the immediately preceding three financial years.

UDIN Number is Compulsory



FORMAT: 8**Form 1 - Self-Declaration by the Assessment Bodies**

(To be filled by the Administrator of the AB in his own hand)

SN	Current Business Status	Commitment (delete not applicable)	If Yes, please furnish full details	Remarks
1	Are you a Training Partner in the Skill Eco System?	YES / NO		
2	Are you an Income Tax Payee?	YES / NO		
3	Are you a registered legal entity in India?	YES / NO		
4	Have you ever been rejected for Affiliation by any SSC?	YES / NO		
5	Do you have any linkages with any other organization in the Assessment domain?	YES / NO		
6	Have you ever been engaged in assessment operations in past or present with a Different entity?	YES / NO		
7	Do you have necessary financial resources for the operation of skills assessment including associated Liabilities?	YES / NO		Please attach last 3 years balance sheet.
8	Do you have a Web Site of your Own?	YES / NO		
9	Do you have Assessors affiliated to your AA?	YES / NO	On payroll _____ On Long Term Contract _____	Please give total numbers
10	How many of your Assessors are undertaking multiple sector assessments?	YES / NO	On payroll _____ On Long Term Contract _____	Please give total numbers
11	If granted affiliation, do you have the capability to undertake On- line assessment with immediate effect?	YES / NO		If yes, please give the details of the availability of software and hardware to undertake the Assignment.

12	Do you have the capability to develop question bank for On-line assessment?	YES / NO		If yes, please give the details of available subject Experts with the Agency.
13	Are you affiliated with DGET & State sponsored scheme MES?	YES / NO		
14	Are you affiliated with any other SSCs/ other recognized Agencies having capacity to carry out Assessments for the job roles Applicable to the SSC?	YES / NO		
15	Have you ever been subject to legal action in the case (s) of malpractices and unfair Conduct?	YES / NO		
16	Have you ever been banned /suspended for the services offered by you?	YES / NO		

I, _____ (Name) S/D/of _____

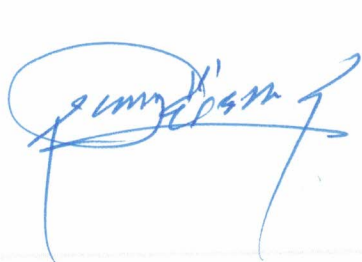
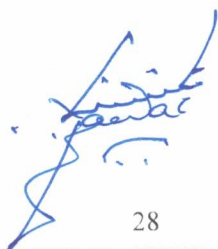
Authorized signatory of _____

having Aadhar Number _____, do hereby declare that I have furnished the above details to the best of my ability and knowledge and I fully understand that any incorrect information will render my agency disqualified for empanelment If granted affiliation, I do also agree to meet the other operational conditions as laid down by the TRTI, Pune for the conduct of assessment

Date:

Place:

(Authorised
Signatory)


FORMAT – 9

(FORMAT FOR FINANCIAL BID)

As per the Financial Bid Document available on the e-tender portal.

(To be submitted By Bidder on letterhead)

Commercial Bid for Selection

The
Commissioner,
TRTI

Subject: Commercial Bid for “Selection of Assessing Bodies for Sector Wise Assessments of Modular Employable Skill (MES)/NCVET/ MSCVT/ SSC Courses” Conducted By TRTI, Pune.

Reference: Tender No.

Respected Sir,

I/We here by offer to submit the Commercial Bid as a Request for Proposal (RFP) for “Empanelment of Assessing Bodies for Carrying out Assessments For Modular Employable Skill (MES) / NCVET/ MSCVT / SSC Courses” Conducted By TRTI, Pune Tribal Development Department, Govt. Of Maharashtra.

I/We have read, and understood the contents of the tender and further state that I/We unconditionally accept and abide by the terms & conditions specified there in.

I/ We submit the Commercial Bid as under:

Sr. No.	Details	Service Charges (Rs.) Per Candidate for Carrying Out Assessments For Modular Employable Skill (MES) / NCVET/ MSCVT / SSC Courses” Conducted By TRTI, Pune	
		Amount (Rs.)	In words
1.	“Empanelment Of Assessing Body for Carrying Out Assessments For Modular Employable Skill (MES) / NCVET/ MSCVT / SSC Courses.” Conducted By TRTI, Pune		

Note: Applicable Taxes will be in addition to the above total cost, as shown.

Date :

Name,

Designation and Signature of authorized representative of the Bidder

FORMAT – 10**List of ITDPs**

Sl.	District	ITDP
1	Nashik	Nashik
2	Nashik	Kalwan
3	Dhule	Dhule
4	Nandurbar	Nandurbar
5	Nandurbar	Taloda
6	Jalgaon	Yawal
7	Ahemdnagar	Rajur
8	Thane	Shahapur
9	Palghar	Jawhar
10	Palghar	Dahanu
11	Pune	Ghodegaon
12	Solapur	Solapur
13	Raigad	Pen
14	Mumbai	Mumbai
15	Amravati	Dharani
16	Akola	Akola
17	Yavatamal	Pusad
18	Yavatamal	Pandharkawada
19	Nanded	Kinwat
20	Hingoli	Kalamnuri
21	Aurangabad	Aurangabad
22	Nagpur	Nagpur
23	Chandrapur	Chandrapur
24	Chandrapur	Chimur
25	Gondia	Deori
26	Bhandara	Bhandara
27	Gadchiroli	Gadchiroli
28	Gadchiroli	Aheri
29	Gadchiroli	Bhamragad
30	Wardha	Wardha.

FORMAT – 11

List of Trades

SI	Industry / sector	Sub Sector / Trades		
		Category I	Category II	Category III
1	Agriculture	Farm Machinery, Animal Husbandry, Farm Mechanization, Precision Farming, Fisheries and Allied Sector	Agriculture, Plantation, Horticulture, Floriculture, Poultry	Apiculture, Home Décor, Art- Bonsai, Flower, Waterfall, Minor Forest Product Processing and value Addition, Natural Fiber Product processing and value addition (Sericulture, Jute, Cotton, Hemp and Diversified products)
2	Apparel	Garment Manufacturing, Fashion Design	Garment Making	
3	Automotive	Manufacturing, Automotive Repair	Automotive Sales	
4	Beauty & Wellness		Spa and Wellness, Beauty Culture & Hair Dressing, Naturopathy	
5	BFSI			Banking, Accounting, Insurance
6	Capital Goods	Fabrication, Electro Mechanical		
7	Chemicals	Manufacture of Chemicals and bio-Chemicals, Plastics Processing	Fragrance Flavor & Perfume	
8	Construction	Construction Equipment, Fabrication	Paint, wood works Bamboo, Fabrication, Company	
9	Education & Skill Development		Education, Skill Development	Counseling Skills
10	Electronics System Design and Manufacture Refrigeration And Air Conditioning	Consumer Electronics – Sales & Service		

11	Fast Moving Consumer Goods			Fast Moving Consumer Goods
12	Food Processing Industries	Food Processing Sectors		Food Processing Sectors such as Dairy Products. Fruit & Vegetable Products, Cereals and Cereals Products, Food Grain (including milling), Edible oil and Fats. Meat and Meat Products. Fish and Fish Products. Sweets & Confectionery. Bread and Bakery. Spices and Condiment. Beverages. Aerated Water and Soft Drinks, P Packaging of Food Products
13	Furniture and Furnishing		Furniture Making	
14	Gems and Jewellery	Gems and Jewelry Manufacturing		
15	Green Skills	Renewable Energy		Rain water Harvesting, Green retail, Allied green skills
16	Handloom And Handicrafts	Handlooms	Brassware, Khadi, Carpet, Handicrafts	Handmade Paper and Paper Products, Home décor art, Ceramic Painting, Home Décor, Art wood
17	Healthcare	Medical & Nursing Healthcare Machine Technician	Community Healthcare, Healthcare, Assistants, Preventive (including Nutrition And Health Education and Health Counseling	Allied Healthcare
18	Instrumentation	Process, Instrumentation		
19	Iron & Steel	Foundry (including Sponge Iron)		
20	IT – ITES		Information and Communication Technology	

21	Leather	Leather Footwear And Leather Sports Goods Manufacture		
22	Life Science	Manufacturing of Pharmaceuticals	Pharmaceutical Sales	
23	Logistics			Courier & Logistics

24	Management			Materials Management, Business & Commerce
25	Manufacturing	Production and Manufacturing		
26	Marine Engineering	Marine Engineering, Ship Construction		
27	Media & Entertainment	Animation	Production Support, Media, Printing	Film Production
28	Mining	Mining		
29	Music	Musical Instrument Manufacture	Instrument Music Service	
30	Plumbing	Plumbing		
31	Power and Energy	Electrical Industrial Electrician	Domestic Electrician	
32	Retail		Store Operation, FMCG	Retail
33	Rubber	Manufacturing	Rubber, Nursery / Plantation	
34	Security		Security, Fire and Safety Engineering	
35	Sports	Sports Goods Manufacture	Sports Service	
36	Telecom	Network and Infrastructure Management	Telecom Service Provider, Handset Sales and Service	

37	Textile	Spinning, Weaving, Textile, Knitting & Processing for Cotton, other Manmade & Synthetic Fibres		
38	Tourism & Hospitality	Food Production, Cooking	Hospitality, F & B Service & Housekeeping	Travel & Tourism

39	Traditional / Conventional Sectors	Glassware	Painting Toy Making	Clock and Watch Repair
40	Other Sectors	Any trade not covered in any of the categories above	Any trade not covered in any of the categories above	Any trade not covered in any of the categories above

